Medicaid School Based Administrative Claiming Personnel/Cost Data Reports Instructions

MUNIS

February 2, 2005

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1 Introduction

Welcome to the Medicaid School-Based Administrative Claiming (SBAC) Program. The Kentucky Department of Education has entered into a contract with MAXIMUS to assist school districts in claiming reimbursement for Medicaid eligible administrative functions performed by school personnel. This guide will help your district generate the quarterly electronic reports necessary to participate in the SBAC Program directly from the MUNIS system.

NOTE: On September 17, 2004 a revised version of the SBAC Reporting module was added to each district's system. This version results in the need for a Start Date and an End date when employees and contractors are identified as being eligible to participate in the program. The new version selected employees added to the system with the SBAC status prior to September 17, 2004 and assigned a default date of 01/01/2004 with a STRT code.

The benefit of the new Start Date and End Date codes allows the districts to distinguish the time that employees are eligible for reporting.

If You Need Help

If you have explored this user guide and have problems generating the required MUNIS report, please contact the MUNIS Help Desk at (800) 722-4908.

If you have SBAC program-related questions, contact the MAXIMUS Help Desk at (800) 647-9089.
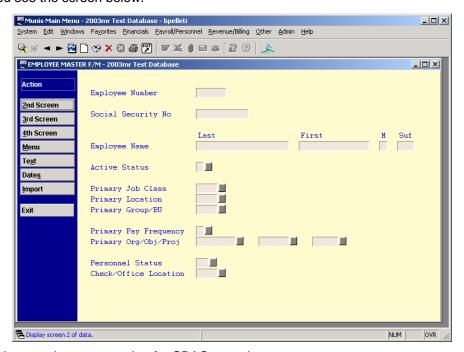
2 Employees Eligible for Reporting

The first step in creating the administrative claiming reports is to identify the employees and contractors eligible to participate in the program. Please refer to your District Coordinators' Handbook, Section 2, provided at the regional meeting for guidelines for choosing time study participants, or you may go to http://www.maximusschools.com/ktraining.html to obtain this information. Once your district has determined the appropriate employees to include in the reports, you can assign an attribute to these employees for inclusion in the SBAC report.

2.1   Employees Eligible for SBAC Reporting

1.   Select Payroll/Personnel.

2.   Select Employee Maintenance/Reports.
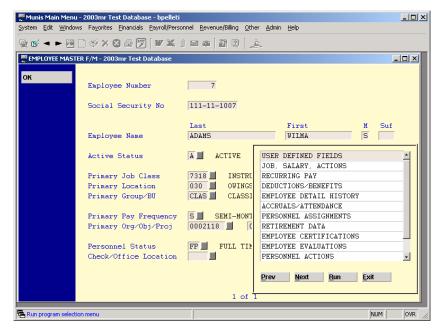
3.   Select Employee Master F/M.

You see the screen below.

Select employees to assign for SBAC reporting:

1.   Select the **Find** icon (magnifying glass).

2.   Enter employee number(s) or name to select the employee.

3.   Press **Esc** or select the **Check Mark** icon.

4.   If the appropriate employee to assign to SBAC displays, select the **Menu** button. The following screen appears:

5.   Double click on the "**USER DEFINED FIELDS**" menu item. The following screen appears:

6.   Select the **Add** icon (blank sheet of paper) or type "a" to add.

7.   The employee number and name will appear.

8.   Enter "**SBAC"** into the "Field ID Code."

9.   Enter the date the employee is eligible for reporting in the Date field.

Note: Employees added to the system prior to September 17, 2004 have an assigned default date of 01/01/2004 with a STRT code. If this date is incorrect, the field should be updated.

10.   Enter the code **STRT** to designate this as a starting eligibility date for this employee. This code is used to ensure employees appear in the appropriate Personnel Roster and Employee Cost reports.

Note: The Employee Roster reports employees eligible for the next reporting period. The Employee Cost report lists employees and their reportable pay/benefits for the prior reporting period. The Date and Code fields assigned above ensure employees that are starting or terminating their eligibility appear on the correct report. Always terminate eligibility at the end of the quarter.

Repeat these steps until all eligible employees are assigned.

2.2   Employees No Longer Eligible for SBAC Reporting

Periodically, employees will no longer be eligible for SBAC reporting. These circumstances occur when an employee no longer meets the SBAC eligibility requirements or they are no longer employed by the district. At the time an employee becomes ineligible, they should no longer appear on the Personnel Roster (next reporting period) but must appear on a final Employee Cost report (prior reporting period). To ensure employee wages and benefits appear on the Employee Cost report, the District needs to update the Employee User Defined Fields and set the appropriate status. Please follow the instructions below to properly establish this status.

Follow the instructions in the section above to select employees and their Employee User Defined Field record.

1.   Select the **Update** icon or type "u" to update.

2.   Change the Date to reflect the last day the employee is eligible.

3.   Select the Code **END** to designate the date as an ineligibility date.
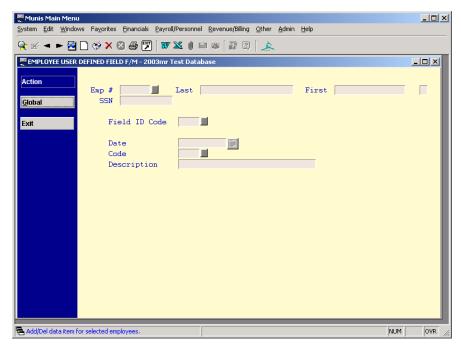
Note: The Employee Roster reports employees eligible for the next reporting period. The Employee Cost report lists employees and their reportable pay/benefits for the prior reporting period. The Date and Code fields assigned above ensure employees that are starting or terminating their eligibility appear on the correct report.
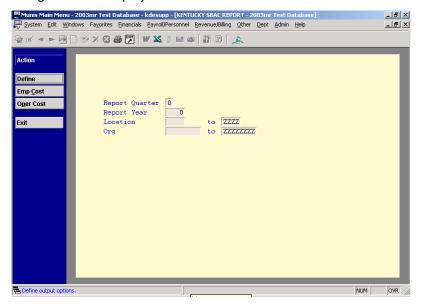
3 Producing the Employee Roster Report

After all employees are assigned for SBAC reporting, the district may produce the Employee Roster report. This report lists information regarding all employees eligible for random moment time study participation.

3.1   Creating the Employee Roster Report,

1.   Select Payroll/Personnel.

2.   Select Retirement/State-Specific.

3.   Select State of Kentucky.

4.   Select SBAC Reporting.

The following screen is displayed:

5.   Select the **Define** button and enter the Report Quarter and Report Year.

6.   Ensure the report includes all Locations and Orgs.

7.   Press Esc or click on the check mark icon.

8.   Click on the Excel icon to produce the report in Microsoft Excel format. MAXIMUS (administrators of this program) requires the report in Microsoft Excel format.

    Note: Only employees with a User Defined Field of SBAC, a code of STRT and a date on or before the last day of the reporting period are included in the report. Any employees with a code STRT and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of SBAC, a code of END and a date on or after the first day of the reporting period are included on

the report. Any employees with a code END and date before the start of the reporting period are excluded. Please see the table at the end of this document for examples.

9.   Microsoft Excel will open and all active employees that are assigned for SBAC reporting (per instructions above) appear in the report. If any employees are missing or ineligible employees appear, check that the employee is/is not designated with the SBAC code and the employee is active ("Active Status" on Employee Master record is "A"). **Subcontractors that are not paid through the payroll system should be added manually to this excel spreadsheet**.

10.   Save the Excel spreadsheet using the 'Save As…' command from Excel's 'File' menu to save the file as a renamed file, using the following naming scheme:

<div align="center">[Your district name] Roster Q01-04.xls</div>

In the above naming scheme, 'Q1' identifies the calendar quarter to which the file pertains (Q1=Jan-Mar, Q2=Apr-June, Q3=July-Sept, Q4=Oct-Dec). The last two digits identify the calendar year (example: 04=2004). The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.

11.   Send the file to Maximus by one of the following methods:

a.   Attach the file to an e-mail message and send to: KYSBAC@MAXIMUS.COM using the subject line "KY RMS Employee Roster," or

b.   Save the file to a diskette and mail to:

David Pardo
MAXIMUS, Inc.
1949 Commonwealth Lane
Tallahassee, FL 32303

> **NOTE:**
>
> The EMPID column in the Excel spreadsheet is a combination of the district number and MUNIS employee number.
>
> Please do not adjust this field.

MAXIMUS CANNOT ACCEPT FAXED VERSIONS OF YOUR EMPLOYEE ROSTER FILE

After you have completed your Employee Roster, print out a copy for your audit file.

Employee Roster Reporting Criteria:

Employees are included on the Employee Roster that meet the following criteria:

- Only employees with a User Defined Field of SBAC, a code of STRT and a date on or before the last day of the reporting period are included in the report. Any employees with a code STRT and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of SBAC, a code of END and a date on or after the first day of the reporting period are included on the report. Any employees with a code END and date before the start of the reporting period are excluded. Example:

EMP #	User Fld	Code	Date
1	SBAC	STRT	04/01/2004
17	SBAC	STRT	07/15/2004
27	SBAC	STRT	10/15/2004
30	SBAC	END	03/31/2004
44	SBAC	END	06/30/2004
57	SBAC	END	12/31/2004

If the Employee Roster is produced on Nov 22 for Q1 2004 (1/1/2004 – 3/31/2004) then employees 30, 44 and 57are included and employees 1, 17 and 27are excluded.

If the Employee Roster is produced on Feb 22 for Q2 2004 (4/1/2004 – 6/30/2004) then employees 1, 44 and 57 are included and employees 17, 30 and 27are excluded.

If the Employee Roster is produced on June 11 for Q3 2004 (7/1/2004 – 9/30/2004) then employees 1, 17 and 57 are included and employees 30, 44 and 27 are excluded.

If the Employee Roster is produced on Aug 22 for Q4 2004 (10/1/2004 – 12/31/2004) then employees 1, 17, 27, and 57 are included and employees 30 and 44 are excluded.

Questions or Problems

If you need assistance in completing or submitting your employee roster, please contact the MAXIMUS Help Desk at (800) 647-9089.

4 Producing the Quarterly Cost Data Reports

The Employee and Operating Cost Reports are produced after the close of each quarter for which your district participated in the SBAC program. Verify that all payrolls to be posted to the reporting quarter have been output/posted to the General Ledger.

4.1   Creating the Employee Cost Report

1.   Select Payroll/Personnel.

2.   Select Retirement/State-Specific.

3.   Select State of Kentucky.

4.   Select SBAC Reporting.

The following screen is displayed:

5.   Select the **Emp Cost Report** button. The following screen appears:

6.   Select the Define button and enter the Report Quarter and Report Year.

Note: *The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.*
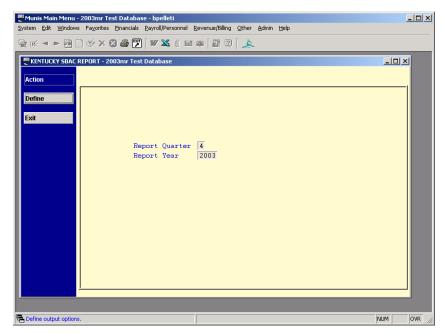
7.   Press Esc or click on the check mark icon.

8.   Click on the Excel icon to produce the report in Microsoft Excel format. MAXIMUS (administrators of this program) requires the report in Microsoft Excel format.

Note: Only employees with a User Defined Field of SBAC, a code of STRT and a date on or before the last day of the reporting period are included in the report. Any employees with a code STRT and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of SBAC, a code of END and a date on or after the first day of the reporting period are included on the report. Any employees with a code END and date before the start of the reporting period are excluded. Please see the table at the end of this document for examples.

9.   Microsoft Excel will open and all employees assigned for SBAC reporting and have reportable wages appear in the report. If any employees are missing or ineligible employees appear, check that the employee is/is not designated with the SBAC code and they have reportable wages. **Subcontractors that are not paid through the payroll system should be added manually to this excel spreadsheet**.

10.   Save the Excel spreadsheet using the 'Save As…' command from Excel's 'File' menu to save the file as a renamed file, using the following naming scheme:

> [Your district name]
> SalariesQ01-04.xls

In the above naming scheme, 'Q01' identifies the calendar quarter to which the file pertains (Q01=Jan-Mar, Q02=Apr-June, Q03=July-Sept, Q04=Oct-Dec). The last two digits identify the calendar year (example: 04=2004). The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.

NOTE:

The Salary and Benefits columns in the Employee Cost Report will only include salary and benefits eligible for reporting.

If you have any questions on the amounts that appear in the report, please see the SBAC Employee Cost Reporting Criteria below.

The MUNIS Detail Check History Report (found in the Employee Maintenance/Reports menu) run for individual employees is beneficial in reconciliation.

Employee Cost Reporting Criteria:

Salary and Benefits paid from the following accounts/funds are reported in the SBAC Employee Cost Report:

- General and Special Revenue Funds (Fund Code 1 & 2).

- Instructional type functions (Function Codes 1100 – 2999 & 3300 - 3399).

- Employee Salary/Benefit object codes (Object code range 0110 – 0699).

- Funds paid from non-Federally Funded Grants (Grant #'s 0 – 1999 & 7000 – 9999 for Special Revenue Fund - 2).

- **Funds paid as Separation Costs should be subtracted from the Excel spreadsheet. These Separation Costs do not qualify as reportable benefits. Sick Leave payments upon retirement are coded to object code 0291.**

- Only employees with a User Defined Field of SBAC, a code of STRT and a date on or before the last day of the reporting period are included in the report. Any employees with a code STRT and a date beyond the reporting quarter are excluded. Additionally, any employee with a User Defined Field of SBAC, a code of END and a date on or after the first day of the reporting period are included on the report. Any employees with a code END and date before the start of the reporting period are excluded. Example:

EMP #	User Fld	Code	Date
1	SBAC	STRT	04/01/2004
17	SBAC	STRT	07/15/2004
27	SBAC	STRT	10/15/2004
30	SBAC	END	03/31/2004
44	SBAC	END	06/30/2004
57	SBAC	END	12/31/2004

If the Employee Cost is produced on April 30 for Q1 2004 (1/1/2004 – 3/30/2004) then employees 30, 44 and 57are included and employees 1, 17 and 27 are excluded.

If the Employee Cost is produced on July 30 for Q2 2004 (4/1/2004 – 6/30/2004) then employees 1, 44 and 57 are included and employees 17, 27 and 30 are excluded.

If the Employee Cost is produced on October 30 for Q3 2004 (7/1/2004 – 9/30/2004) then employees 1, 57 and 17 are included and employees 30, 27 and 44 are excluded.
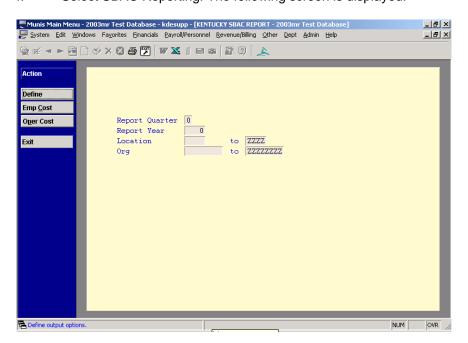
If the Employee Cost is produced on January 30 for Q4 2004 (10/1/2004 – 12/30/2004) then employees 1, 17, 27 and 57 are included and employees 30 and 44 are excluded.

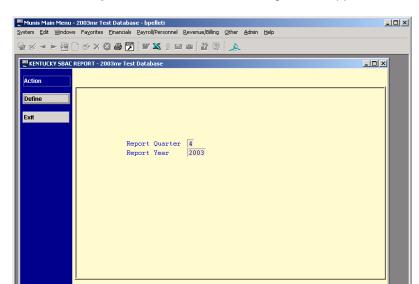**NOTE:**   **MAXIMUS will add the On Behalf Payment amounts provided for KTRS, Life Insurance, Health Insurance, and Administrative Fees during their calculation process.**

4.2   Creating the OPERATING Cost Report

1.   Select Payroll/Personnel.

2.   Select Retirement/State-Specific.

3.   Select State of Kentucky.

4.   Select SBAC Reporting. The following screen is displayed:

5.	Select the **Oper Cost** button. The following screen appears:

6.	Select the Define button and enter the Report Quarter and Report Year.

Note: ***The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.***

7.	Press Esc or click on the check mark icon.

8.	Click on the Excel icon to produce the report in Microsoft Excel format. MAXIMUS (administrators of this program) requires the report in Microsoft Excel format. Microsoft Excel will open and all costs assigned for SBAC reporting appear in the report.

9.	Save the Excel spreadsheet using the 'Save As…' command from Excel's 'File' menu to save the file as a renamed file, using the following naming scheme:

<div align="center">[Your district name] Op. CostQ01-04.xls</div>

In the above naming scheme, 'Q01' identifies the calendar quarter to which the file pertains (Q01=Jan-Mar, Q02=Apr-June, Q03=July-Sept, Q04=Oct-Dec). The last two digits identify the calendar year (example: 04=2004). The SBAC program utilizes a calendar year quarter, not a fiscal year quarter.

10.   Send the files to Maximus by one of the following methods:

a.   Attach both Excel files to an e-mail message and send to:
        KYSBAC@MAXIMUS.COM using the subject line [district name]
        Q01-04 COST DATA, or

b.   Save the file to a diskette and mail to:

David Pardo
MAXIMUS, Inc.
1949 Commonwealth Lane
Tallahassee, FL 32303

> **NOTE:**
>
> Maximus cannot accept faxed versions of your cost data reports.

11.   After you have completed your Cost Data Reports, print out a copy for your audit file.

Questions or Problems

If you need assistance in completing or submitting your cost data reports, please contact the Maximus Help Desk at (800) 647-9089.

SBAC OPERATING COST REPORTING CRITERIA:

Expenditures from the following accounts/funds are reported in the SBAC Operating Cost Report:

- General and Special Revenue Funds (Fund Code 1 & 2).

- Instructional type functions (Function Codes 1100 – 2999 & 3300 - 3399).

- Object code range 0110 – 0699.

- Funds paid from non-Federally Funded Grants (Grant #'s 0 – 1999 & 7000 – 9999 for Special Revenue Fund - 2).

4.3   Quarterly Certification of Expenditures

The "Certification of Expenditures" statement must be signed by the district finance officer and faxed to Maximus, Inc. at (850) 576-0019. Maximus cannot accept this statement electronically. This statement should be faxed on the same day the cost data reports are e-mailed to Maximus. The certification must be sent at the end of every quarter during which your district participates.

Quarterly Certification of State Expenditures

Department for Medicaid Services
Division of Medicaid Services for
Maternal and Children's Health
275 E. Main St., 6E-A
Frankfort, KY 40621

Dear Sir/Madam:

I, as financial officer of the _____ School District, am charged with the duties of supervising the administration of the provision and billing for the School District Administrative Claiming activities provided under Title XIX (Medicaid) of the Social Security Act, as amended. I hereby certify that the school district has expended the state share of public, non-federal funds needed to match the federal share of claims billed to the state Medicaid agency for School District Administrative Claiming services provided to eligible Medicaid students during the (__) quarter of 200(_).

I also certify that the school or school district's certified expenditures were incurred in accordance with provisions of Kentucky's policies. These certified expenditures are separately identified and supported in our accounting system.

_____

Name (please print)

_____

Signature

_____

Title

_____

Date

FAX TO MAXIMUS, INC. AT (850) 576-0019